

Enter Skilled Services

Skilled Services:

If Skilled Services are not required:

- Click “Skilled Services Not Required” button at top of page.

You should be directed to the Fraud Acknowledgment screen:

- Check the box and select “Acknowledge and Hide Warning” button if you fully understand the implications of TennCare fraud when processing PAEs.
- Then click “OK” at the top of the page.

If Skilled Service/s needs to be entered:

- Click the “Add Skilled Services” button at top of page.
- Skilled Services to Add: Choose the specific skilled services needed.
- Once skilled service(s) is (are) chosen, all instructions, document requirements, and approval time period will auto generate.
- Enter “Skilled Service Requested Start Date.”
- Enter “Skilled Service Requested End Date.”
- Click “OK” at the top of the page.
- Repeat steps above for additional skilled services needing to be added.
- If only one skilled service is entered-click “Skilled Services Not Required” button at top of the page. *Note: the one skilled service entered will not be deleted when you click this button.*